STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410

BOB RILEY
GOVERNOR

JOHN HOUSTON
COMMISSIONER

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Administrator V (Epidemiologist)   **NUMBER:** 09-03

JOB CODE: A3000   **DATE:** 06/05/09

SALARY RANGE: 80 ($52,663.20 - $80,287.20)   **PCQ#:** 8813321

JOB LOCATION: **Administrative Base:**
Department of Mental Health and Mental Retardation
RSA Union Building
100 North Union Street
Montgomery, Alabama 36130-1410
Work Location:
Various locations across the state

QUALIFICATIONS: Master's degree in Epidemiology, Biometry, or Biostatistics, plus considerable experience (48 months or more) in the mental health field, including (24 months or more) progressively responsible experience in community health assessment and planning, surveillance, and conducting evaluative, scientific, and epidemiological studies. Preference will be given to applicants with two consecutive years utilizing computer applications related to statistical analysis, data collection, and evaluation, including Excel, Access, SAS, and GIS **and** to applicants presenting verification of their authorship or shared authorship of at least three publications/reports demonstrating analytical and epidemiological capabilities.

KIND OF WORK: This is advanced professional administrative work in the Department's Substance Abuse Services Division (SASD) developing, managing, and carrying out a written data plan to provide continued surveillance, analysis, and reporting of alcohol and other drug (AOD) use/abuse and related problems throughout Alabama. Duties will include designing and assessing surveys and data collection processes to meet the needs of the Alabama Epidemiological Workgroup (AEOW) and the community; compiling and maintaining a database of statistical resources available for use by the AEOW; implementing and coordinating the data collection process; analyzing collected data relative to the AEOW's mission including complex multivariate procedures such as multiple regression, path analysis, and geographic analysis; developing a bi-annual Alabama Epidemiological Profile and annual profile updates to provide a concise picture of substance abuse in Alabama, including the nature and patterns of AOD use,

abuse, addiction, emerging trends, characteristics of vulnerable populations, and social and health consequences; formulating data into a variety of written reports, including the Epidemiological Profile and the National Outcomes Measures report which will summarize results of data analysis for federal, state, local, and other identified policymakers, prevention planners, and the general public, and to be presented for publication as appropriate; assisting in the establishment of priorities and parameters for substance abuse prevention needs assessment in the state; making recommendations for policies and practices relative to substance abuse prevention in Alabama based on epidemiological data; providing technical assistance for state and local substance abuse prevention program personnel to enhance data in prevention service planning; working with state and local program personnel to develop and utilize evidence-based strategies, including policy and practice changes, needed to support substance abuse prevention efforts in Alabama; and serving as a state resource to governmental agencies, political entities, community groups, boards and commissions, vendors, the public, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of principles, techniques, and terminology used in conducting epidemiological studies; knowledge of statistical and comparative analysis techniques and formulae; knowledge of substance abuse prevention science; knowledge of health communication methodology; skills in designing and managing epidemiological data work plans; skills in designing and using data collection instruments as survey forms and questionnaires; skills in collecting, managing, and analyzing information from large data sets; ability to organize results of studies into written form for publication, presentation, or dissemination to a wide range of stakeholders; ability to formulate policies and practices for interventions indicated by epidemiologic analyses; skills in planning and conducting needs assessment studies; skills in information dissemination and knowledge transfer; ability to maintain accurate records and files; excellent verbal and written communication skills; and ability to establish and maintain effective working and public relationships with a broad range of individuals and organizations.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental health and Mental Retardation Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health and Mental Retardation, P.O. Box 301410, RSA Union Building, 100 North Union Street, Montgomery, Alabama 36130. Copies of License/Certifications should be forwarded with your application or furnished during the interview. An official copy of academic transcripts is required and must be forwarded by the college or university to the personnel office at the above address.

DEADLINE: until filled